

Chief and Branch Chiefs, D/E

29 July 1958

AD/BI

Flexible Utilization of Editorial Manpower

1. The fact that Editorial Division is currently confronted with an inventory of NIS contributions which is very unevenly distributed among the Branches constitutes a pressing production problem and, in my view, a concurrent opportunity to foster constructive flexibility in the utilization of Division manpower.

2. The great bulk of the large and imbalanced current inventory falls in Chapters IV and V. Informal and interim assignment of contributions for those Chapters to editors normally processing material for other Chapters not presently so heavily burdened can accomplish several purposes. This will considerably reduce the time required to process and print the Chapter IV-V backlog. At the same time it will broaden the processing experience and fields of NIS topical knowledge of the editors involved, and contribute to OBI accomplishment of its responsibility for the production of fully coordinated NIS content.

3. Branch Chiefs are urged to assist Chief, D/E, in his working out of such flexible utilization of editors to meet inventory and production situations when required and generally to increase the over-all capability of the OBI staff for accomplishing its missions.

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filed: Memos to Ch/D/E

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